

DD / S R E G I S T R Y

FILE *Personnel 3*

15 AUG 1972

MEMORANDUM FOR : Director of Communications

SUBJECT : Commendation -- Suggestion and
Invention Awards Performance

1. I am pleased to note that the Office of Communications had an outstanding record in Suggestion and Invention Awards performance for Fiscal Year 1972. Communications employees submitted forty-eight (48) eligible suggestions, six (6) of which were adopted. OC employees received awards totalling \$1,950, the highest volume among Support Services offices.

2. Your record is ample indication of the objective evaluation of technical proposals by your Program Coordinators, Messrs.

3. Please continue to urge your supervisors to encourage the development of new ideas and inventions that are essential to our mission.

John W. Coffey
Deputy Director
for Support

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11 AUG 1972

MEMORANDUM FOR : Director of Logistics

**SUBJECT : Commendation -- Suggestion and
Invention Awards Performance**

1. My congratulations to you and your Office for your continued record in the Suggestion and Invention Awards Program. Office of Logistics employees submitted twenty-three (23) eligible suggestions, eight (8) of which were implemented for a 35% adoption rate. Awards totalling \$1,305 were paid your employees.

2. Your program coordinator, until recently, [redacted] encouraged suggestions and inventions to the utmost through supervisory channels. They obtained objective evaluations and assisted the committee in reaching final conclusions and recommendations.

3. I hope you will continue to urge your supervisors to encourage creativity and cost saving achievements.

/s/ John W. Coffey

**John W. Coffey
Deputy Director
for Support**

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